

USAG HUMPHREYS COLLIER FITNESS CENTER RESERVATION

This is only a request form. It is the responsibility of the requestor to ensure the request is approved or denied through the proper approving official. A two week grace period is recommended. Reservations are subject to availability or cancellation. MWR Programs and Command Group has PRIORITY. No weekend or US Holiday reservations – First come, first serve

COLLIER INDOOR	COLLIER OUTDOOR
COURT (A)	SOLDIER'S FIELD #1
COURT (B)	SOLDIER'S FIELD #2
COURT (C)	SOLDIER'S FIELD: FOOTBALL
	PAVILION

Unit/Organization	Point of Contact (Full Name)	Rank/Grade
Cellular Phone	Work Phone	POC E-Mail Address
Alternate POC (Full Name)	Alternate E-Mail Address	Alternate Cellular Phone
# Active Duty	# of Other	Total Number of Participants
		Unit's 1SGT/CSM/CDR/Director

Requested Date/Time(s): _____

(Include set up/tear down time)

Type of Function/Activity: _____

Requester(s) agree to the following conditions for use of the facility/field:

- 1) No reservation before 0800
- 2) Requester(s) are responsible for covering/uncovering the gym floor. Clean/dry floor covers and return to storage location.
- 3) All cancellations will be made in writing/email to the Sports/Fitness Staff Office a minimum of 48 hours prior to reservation. Failure to cancel or a no show situation may result in a reservation suspension for the Unit in violation of this agreement.
- 4) Pets are NOT allowed at any facility/fields. All persons smoking must be at least 50 feet away from the facility. Alcohol consumption requires a memo to MWR Director with Commander's signature.
- 5) Requester(s) are responsible for all damages and must notify the MWR Facility Manager of all mishaps or broken equipment during the approved usage. If damage is noted requester(s) will be held liable to restore facility/equipment to its original state.
- 6) Requester(s) must furnish their own activity-specific equipment, expendable/consumable products and other supplies for functions/events held in (or on) MWR facilities. Use of miscellaneous equipment located in (or on) a MWR Facility must be approved by the Sports/Fitness Staff Office.
- 7) Agrees that eating and drinking may be designated in certain areas of the facility. When facility or personal grills are used all coals and grease must be properly disposed of in accordance with safety regulations. Personal grills must be removed at the conclusion of the reservation.
- 8) MWR will not be responsible for damaged, lost, or stolen personal equipment/supplies of the requester(s).
- 9) Leave the space utilized to include restrooms and community areas in the same condition of cleanliness as found and that all debris resulting from usage will be properly disposed of in trash receptacles.
- 10) Ensure that all DFMWR and sports, fitness, & aquatics rules/regulations are followed.
- 11) No tactical vehicles or POVs on the field.
- 12) Children 15 and under must be under the supervision of an Adult at all times.
- 13) MWR is not liable for any illness or consumption of outside food/beverage. Non-MWR catering services/food & beverage must be approved by FMWR Director.
- 14) I am fully aware my reservation request does not have first priority, Garrison Command group and FMWR programs/events have priority and that my request can be cancelled with/without notice. I agree to make every effort to find and schedule an alternate location if unplanned requirements occur.

Requestor(s) Signature: _____ Date: _____

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 Staff Name: \_\_\_\_\_ Date/Time Received: \_\_\_\_\_ RecTrac Date: \_\_\_\_\_